

## STANDARD OPERATING PROCEDURES MILITARY URINALYSIS DRUG TESTING PROGRAM

1. Purpose: This SOP provides the protocol and responsibilities for the secure handling of urine specimens by commanders, ADAPCP IBTC, Asst IBTC, Certified UPLs and Observers.

2. Applicability: This SOP applies to all qualified personnel assigned to [Fort Richardson](#) or tenant units who utilize the ADAPCP. This SOP does not, however, create any entitlement in personnel tested and deviating here from will not render any testing invalid except as determined by law. Deviation from or modification of the procedures set forth in this SOP is not authorized without the approval of the ADCO and SJA. Requests for authority to deviate from, supplement, or modify any procedure set forth in this SOP may be submitted for consideration to the ADCO.

3. References:

A. AR 600-85, Alcohol and Drug Abuse Prevention and Control Program, 21 October 1988, with change 3, effective 26 April 1999

B. Army Center for Substance Abuse Programs (ACSAP) Commanders Guide and UPL Urinalysis Collection Handbook, 1 May 2000

C. Army Center for Substance Abuse Programs (ACSAP) Standing Operating Procedures for Installation/Community/Area Support Group Collection, Handling, and Shipping of Urine Specimens, 1 September 1999

[D. USARPAC 600-9, USARPAC Urinalysis Testing Policy, 14 May 1991](#)

[E. USARAK 600-2, Alcohol and Drug Abuse Prevention and Control Program, 15 June 1994](#)

4. Responsibilities:

A. Unit Commander

(1) Has overall responsibility for the urinalysis testing program including the selection and training of personnel.

(2) Assigns NCO/officer (E-5 or higher) as UPL on unit appointment orders with CID background check and a copy on file with IBTC.

(3) Determines personnel for testing.

(a) Ensures notification roster is used to verify that each soldier identified for testing provides a specimen.

(b) Commanders will ensure their UPLs track soldiers unavailable for testing due to leave, TDY etc and ensure that the soldier submits a specimen within 3 days of returning to duty (See USARPAC 600-9, 7 f )

(4) Ensures testing facilities are available to include an appropriate number of latrines, a work area for the UPL and a holding area for soldiers until the collection process is complete.

(5) Ensures an NCO/officer (E-5 or higher) is present in the holding area to supervise any soldier(s) unable to complete the testing process.

(6) Orders unit to take test at unit briefing (See ACSAP Urinalysis Collection Handbook UPL, ANNEX E)

(7) May use computers to randomly select personnel, units, or parts of units to be tested (See Annex I). Commanders retain the right to conduct additional testing for probable cause, reasonable suspicion, and mandatory requirements.

(8) Conducts urinalysis testing a minimum of 10% monthly and 100% annually of their unit strength (See USARAK 600-2, j (6)).

(9) Selects observer(s).

(a) Must be E-5 or above.

(b) Must be the same sex as personnel being observed.

(c) Must select no more than 3 observers per UPL.

## B. ADCO

(1) Coordinates all activities in the area of substance abuse to include education, prevention, training, identification, referral, follow-up, and program evaluation to include biochemical testing.

(2) Allocates testing quotas and coordinates urinalysis testing requirements for the installation.

(3) Ensures that all results are processed and forwarded to appropriate commanders.

C. IBTC

(1) Coordinates, administers, and monitors all aspects of the biochemical drug testing program, for the installation.

(2) Coordinates with UPLs and arranges for the collection of specimens.

(3) Serves as technical expert on biochemical testing requirements.

(4) Interprets DOD, DA and MACOM program guidance, regulations, and technical bulletins and develops local policies and procedures for implementation by unit commanders and the ADCO.

(5) Reviews all documentation and chain of custody documents associated with the collection procedure prior to the shipment of specimens to the FTDTL.

(6) Prepares and ships specimens to the servicing FTDTL by mail or commercial carrier.

(7) Assists in the development of a comprehensive training course for UPLs to ensure adherence to regulations, policies, and standing operating procedures (See ANNEX L).

(8) Serves as an instructor in presenting biochemical testing regulations, policies, and other pertinent information to UPLs.

(9) Reports all verified positive urinalysis results through the ADCO to the appropriate authority (See ANNEX J).

(10) Collects, maintains and reports statistical data on the biochemical testing program.

(11) Procures and maintains a 90 day supply of Drug Testing materials to support the biochemical testing program.

(12) Coordinates and conducts at least annual inspections of unit collection procedures to ensure regulations, policies, and standard operating procedures are adhered to during collection (See ANNEX M)

D. UPL

(1) Serves as the unit commander's primary advisor and point of contact for all ADAPCP matters to include biochemical testing.

(2) Briefs observers (See ACSAP Urinalysis Collection Handbook UPL ANNEX G).

(3) Establishes specimen collection point and holding area for personnel to be tested.

(a) The UPL must designate a collection and holding area that can be controlled at all times.

**NOTE:** Once soldiers have been selected for testing they will be placed in a controlled holding area with a non-testing NCO/officer (E-5) or above as overseer. Soldiers should not be released from this holding area for any reason until after they have provided an adequate specimen to be shipped to the drug testing laboratory.

(b) The collection area should be quiet and away from the mainstream activities of the unit.

(c) Ensures adequate number of tables and chairs are available for the collection team.

(4) Ensures materials are received from IBTC, and are on hand and organized at the collection test site.

(5) Prepares materials in advance and ensures all aspects of the urine collection process are in accordance with this SOP.

(6) Ensures all forms are complete, correct, and that all specimens are secured and stored properly until submitted to the IBTC.

(7) Advises the commander of any soldiers refusing to provide a specimen, attempting to contaminate the specimen, or any other irregularities or discrepancies (See this SOP, 5A(26) or ANNEX E).

(8) Ensures all observers follow guidance in section E below.

(9) Briefs unit personnel prior to conducting drug testing (See ACSAP Urinalysis Collection Handbook UPL, ANNEX F).

(10) The UPL may, if necessity dictates, be both the observer and the UPL.

E. Observer

(1) Each observer will receive a briefing from the UPL and sign the Observer Statement prior to conducting a drug urinalysis test (See ACSAP Urinalysis Collection Handbook UPL, ANNEX G).

(2) Directly observes soldier voiding urine from **the body into the bottle**.

(3) Ensures the chain of custody is not broken.

(4) Assists UPL in verifying/documenting entries on the bottle label, the Unit Urinalysis Ledger, and the Specimen Custody Document-Drug Testing (DD Form 2624) (See ANNEXES B, C, and D).

(5) Advises the UPL of any soldier attempting to contaminate a specimen or otherwise trying to avoid proper procedures.

(6) Observers will be an NCO/officer (E-5 or higher grade or civilian equivalent).

(7) Observers will only observe soldiers of the same gender.

(8) Observers will work only for the assigned UPL.

(9) One observer can not transfer chain of custody to another observer.

(10) There will be no more than 3 observers per UPL.

(11) Observers will only observe 1 soldier at a time.

5. Procedures:

A. SUPPLIES: (The below supplies are given to the Unit Prevention Leader (UPL) by the Installation Biochemical Testing Coordinator (IBTC) unless otherwise indicated by source)

(1) Bottle Urine Collection with Boxes

(2) Optional wide mouth collection cup (Females)

(3) DD Form 2624 or preprinted using the Army Drug Testing Program (ADTP) (Computer Generated)

(4) Unit Urinalysis Ledger or preprinted using the ADTP (Computer Generated)

(5) Tamper evident paddles/tape

(6) Bottle Label – preprinted or Avery 5163 labels for use with the ADTP (Computer Generated)

(7) Black ball point pens – 2 each

(8) Disinfectant all purpose or 10% bleach solution

(9) Paper Towels

(10) Gloves Latex – Small, Medium, Large, or X-Large

(11) Observers Memos – UPL Handbook Annex G

#### B. Pre-collection

(1) The unit commander directs that a urine test be conducted and identifies individual soldiers (Command Directed, Probable Cause, Rehabilitation, Mishap), parts of unit (Random Selection), and/or entire unit for testing.

(a) The primary method of selection is the Army Drug Testing Program (ADTP) and this method of selection will be utilized whenever possible.

(b) When the ADTP cannot be utilized, another method will be incorporated (see ANNEX I). The method utilized will be annotated on each unit ledger by the UPL:

**NOTE:** Requesting volunteers or substituting one soldier for another to meet the quota is not authorized and will invalidate the random testing procedures.

(2) Personnel to be tested are notified preferably with less than 2 hours, but no more than 6 hours prior to reporting time.

(3) Commander selects observers, E-5 or above, same sex as soldier being tested. The UPL will orally brief observers on their duties and responsibilities and have them sign an Observers Memo (see UPL Handbook Annex G).

(4) Commander assigns a holding area NCO/officer to maintain control of personnel waiting to be tested.

#### C. Setup collection area, holding area, and latrines

SUBJECT: SOP for Military Urinalysis Drug Testing Program

(1) The latrines, preferably one each for male and female will be inspected by the UPL, who will remove all items that can be utilized as adulterants. The latrines will then be placed off limits to all personnel, except those obtaining and providing specimens.

(2) The UPL will ensure that the holding area:

(a) Is large enough to hold all personnel required to test.

(b) Provides limited accessibility to non-testing personnel.

(c) Has plenty of water and/or other liquids available for personnel to drink.

(d) Is supervised by an NCO or officer that understands that all personnel **MUST** remain in the holding area until they have given a complete specimen.

(e) Has training materials available to do “hip pocket” training.

(3) The UPL will set up the collection table and will:

(a) Ensure he/she has sufficient supplies available for the testing.

(b) Ensure he/she has a list of all personnel to be tested.

(c) Ensure he/she has a copy of the unit alpha roster.

(d) Ensure the table and surrounding floor is made of a non-absorbent materials or covers it with protective material.

D. Commanders briefing: The commander or his/her designated representative will brief all personnel to be tested on the specific procedures that will be followed (see UPL Handbook appendix E ).

E. Urine specimen collection process.

**CAUTION:** The UPL, observer, and anyone handling urine specimens (except the donor), **MUST** always wear protective disposable rubber gloves. There will be **NO** smoking, drinking or eating at the collection site. Drinking is authorized in the holding area.

(1) Soldier will approach the UPL desk with ID Card (ID Card is DD FORM 2) when prepared to give a urine specimen. Soldier will remove excess outer garments (BDU jacket, coats, etc).

(2) The UPL will take the soldier’s military ID card.

(3) If the soldier does not have his/her military ID card, a current driver's license or other pictured ID may be used, or the person's identity can be verified by the 1SG or commander. The 1SG or other designated person will use the Alpha Roster to verify the soldier's SSN.

(4) The UPL initiates the Unit Urinalysis Ledger (See ANNEX C) and will record the soldier's name, rank, test basis, SSN and enters the document/batch and specimen number.

(5) If the soldier is taking or has taken any prescription drugs in the last two weeks or has had a dental procedure within the past 72 hours, the UPL will record "Rx" in the "Action Taken/Remarks" block of the Unit Urinalysis Ledger.

(6) The UPL initiates the bottle label (See ANNEX D). The UPL will record the date, base area code ( [P103 for Fort Richardson](#)), and the soldier's SSN on the bottle label.

(7) The UPL will remove an empty bottle from the box in front of the soldier noting the slot number (See ACSAP Urinalysis Collection Handbook UPL, ANNEX L).

(8) The UPL will place the soldier's ID card in the same slot from which the bottle was removed in (7) above.

(9) The UPL will then attach the label to the specimen bottle in full view of the soldier and observer.

(10) The soldier will verify to the UPL that the information on the DD Form 2624, Unit Urinalysis Ledger, and bottle label is correct.

(11) The soldier will sign the Unit Urinalysis Ledger and initial the bottle label documenting that his/her name, SSN, Batch/Document and Specimen Number, rank, and date are correct on the ledger, and his/her SSN and date are correct on the label and the DD Form 2624.

(12) The observer will then verify the information on the DD Form 2624, Unit Urinalysis Ledger and bottle label by signing the unit urinalysis ledger.

(13) The UPL will give the specimen bottle to the soldier in the presence of the observer.

(14) The soldier will ensure the observer has full view of the specimen bottle at all times. The soldier will maintain custody of the specimen bottle from the time the UPL gives him/her the bottle until it is filled and capped. If the observer does not maintain eye contact with the bottle at all times, custody has been broken. The observer will inform the UPL, and



the process will be terminated. The UPL will void the specimen and destroy the specimen bottle IAW with local guidelines (See ANNEX O). The soldier will begin the process again with step 1.

(15) The soldier and observer will move to a secure latrine. The bottle will be held by the soldier above his/her shoulder as to keep it in full view of the observer while moving to the latrine. The observer will walk behind the soldier.

(16) After the soldier and observer have arrived at the secure latrine, the observer will direct the soldier to wash his/her hands, including under fingernails thoroughly, without the use of any soap products. The observer will then direct the soldier to an appropriate testing site within the secure latrine.

(17) The soldier will remove the cap in full view of the observer, retaining possession of the cap or placing it on a clean surface. The soldier will keep the cap in full view of the observer at all times.

(18) If the soldier should drop or otherwise compromise the bottle cap, a cap will be taken from a new bottle.

(19) The soldier will fill the bottle with more than 30 ml (approximately half full) of urine.

(20) Female Soldier. If no females are involved in testing, proceed to number (21).

(a) A collection cup (a clear plastic cup: Cup, non-sterile, specimen container, NSN 6530-01-0480-0855) may be used with the specimen bottle. The UPL will give the female soldier the collection cup after she has received the specimen bottle. The soldier will carry the bottle and the collection cup to the latrine as directed by the observer. The soldier will position herself as to provide direct observation by the observer. The soldier will remove the cap from the collection cup, keeping it and the specimen bottle in full view of the observer. Upon filling the collection cup, the soldier will pour the urine from the cup into the labeled specimen bottle and cap the bottle. The soldier will then discard the collection cup.

(b) The female soldier has the option of filling the bottle by voiding directly into the bottle with no collection cup.

(21) The soldier will give the specimen bottle to the observer.

(22) The soldier may wash his/her hands after giving the specimen bottle to the observer. The observer will keep the specimen bottle in full view of the soldier during this process.

(23) The observer and soldier will return to the UPL table. The bottle will be held by the observer above his/her shoulder so it will be in full view of the soldier while moving from the latrine back to the UPL table. The observer will walk ahead of the soldier while the observer has custody of the specimen bottle during this process.

(24) The observer will initial the specimen bottle label in the appropriate space documenting that the collection process was followed correctly.

(25) The observer will give the specimen bottle to the UPL in full view of the soldier who provided the specimen.

(26) The UPL will take the bottle, verify that the cap is secure, and inspect the specimen.

(a) For sufficient quantity. If less than 30 mL (to include zero) of urine is collected, the entire specimen and the bottle will be destroyed (See ANNEX O). The soldier will return to holding area until he/she is able to provide a complete specimen; the procedure will start over with step number 1.

(b) For possible adulteration. The UPL will inspect the specimen's appearance to see if it is consistent with a valid specimen collection (e.g. temperature, color, clarity and etc).

**NOTE:** If adulteration is suspected, secure the specimen bottle and contents, escort the individual to the unit commander or his/her representative, and explain the circumstances. The Commander may order a command directed (CD) specimen be collected under separate chain-of-custody and the soldier held in a holding area until such time as a specimen is provided. Commanders should check with installation SJA and CID for further guidance on adulterated specimens.

(27) The UPL will then initial the specimen bottle label in the appropriate place in front of the soldier and observer.

(28) The UPL will then place tamper evident tape across the bottle cap, and down the sides of the bottle label.

(29) Care must be taken not to obscure any writing on the label.

(30) The UPL will return the specimen bottle to the original slot in the box and at the same time retrieve the soldier's military ID card and return it to him/her.

(31) The UPL will secure the tamper evident taped specimen at the collection site table.

(32) The soldier is then released to duty.

(33) The process will be repeated until all specimens have been collected, or when 12 specimens have been collected on one DD Form 2624.

(34) The observer will then release the specimens from each batch to the UPL by completing the chain of custody on Block 12 of the DD Form 2624. The observer will record the date specimens were collected in 12(1)a; print his/her name and sign payroll signature on 12(1)b; and print "Specimens released by observer to UPL and secured" in 12(1)d.

(35) The UPL will print his/her name and sign payroll signature in 12(1)c, documenting receipt of specimens from the observer.

(36) Upon completion of the DD Form 2624, the observer is released from that batch of specimens.

(37) The UPL will ensure the DD Form 2624 is correctly filled out.

(38) The UPL will complete the backside of DD Form 2624 detailing custody of the specimen(s) from the time he/she receives the specimen(s), until they are released to the IBTC (See ACSAP Urinalysis Collection Handbook UPL, ANNEX J-3).

(39) The UPL will disinfect the location where the urine was handled (see ANNEX N).

(40) All individuals handling urine will wash their hands, regardless of whether they were wearing gloves.

(41) The UPL will deliver the specimens to the IBTC as soon as possible after verification, to be inspected, packaged and mailed.

F. Verification: After completion of the drug urinalysis collection, and prior to the packaging of the specimens for shipment, the UPL will review the DD Form 2624, the Unit Urinalysis Ledger and the specimen bottles to ensure all blocks are completed as per this SOP. Ensure that all dates and SSNs match, all signatures and initials are completed, and that all specimens are sealed with tamper evident tape.

G. Specimen Custody: The UPL will maintain visual custody of all specimens until they are placed in temporary storage or delivered to the IBTC. The UPL will make every effort to sign specimens over to the IBTC and utilize unit level storage as a last resort. If specimens must be placed in Temporary Storage (See ANNEX F for guidelines and requirements).

#### H. Delivery of Specimens to IBTC

(1) When specimens are delivered to the IBTC site, the certified UPL(s) making the

delivery must print their name in the limited access logbook and sign the logbook with their payroll signature. The logbook should indicate the reason for entry into the specimen receiving area, the date and time in/out and the name of the escorting individual. If the individual making the specimen delivery does not enter the controlled area (e.g., where the specimens are delivered over a barrier service counter), it is not necessary for that individual to log in on the access logbook.

(2) The IBTC or the designated representative must take custody of the package(s) containing the specimens and must perform the initial inspection IAW AR 600-85.

**NOTE:** The person making the delivery of the specimens will remain and observe the inspection of the specimens until the person receiving the specimens ensures everything is correct and signs the chain of custody document.

(3) Urine specimens not meeting acceptance criteria for accessioning must be destroyed (See ANNEX O) at this time and chain of custody paperwork so annotated with the reason. A log will be maintained to account for all specimens destroyed by the IBTC and UPL prior to shipment. The unit commander will be notified, by the IBTC, of all specimens that are destroyed. Each unit commander will establish a policy, in his/her unit SOP, which states what procedures will be followed if a soldier's specimen is voided. The soldier will either:

- (a) Be recollected as soon as possible (same day, or next duty day); or
- (b) Be recollected during the next unit collection; or
- (c) Not be recollected.

I. Disposition of Unit Ledgers: The UPL will maintain a unit ledger file at the unit in a locked cabinet. He/she will annotate on the ledger the testing results when received from the IBTC. The file will be maintained for current year plus 3 previous years.